

A. Introduction to the *Guidelines*

The Technology Opportunities Program (TOP) staff designed the *Guidelines for Preparing Applications—Fiscal Year 2000 (Guidelines)* to help you address the Review Criteria identified in the *Notice of Availability of Funds (Notice)* and fill out your application. Where appropriate, we have included recommendations from our grantees based on the lessons they have learned developing network projects. These tips have been drawn from a survey of our 1994 and 1995 grantees and in-depth case studies on 36 grantees. We encourage you to go to the TOP home page (go to <http://www.ntia.doc.gov> and follow links to “Grants”) and review these resources.

Please note that the suggestions presented here are not a prescription for a successful application, nor should they be considered the only way to address the Review Criteria described in the *Notice*. The ultimate goal is to present your project in a clear and compelling manner with the understanding that reviewers will rate your project based on how well you address the Review Criteria.

B. Application Deadline and Delivery to NTIA

Complete applications for the Fiscal Year 2000 TOP grant program must be received by the National Telecommunications and Information Administration (NTIA) no later than **Thursday, 9:00 P.M. EST, March 16, 2000**. **POSTMARK DATE IS NOT SUFFICIENT**. Applications that have been provided to a delivery service on or before March 15, 2000, indicating that “delivery guaranteed before 9:00 P.M. on March 16, 2000,” will be accepted for review. To ensure that we can accept your application, you should document that the application was provided to the delivery service with delivery to the address listed below guaranteed prior to the closing date and time. We will not accept applications or portions of applications via fax or electronic mail.

If you send your application by carrier, you should retain a copy of your package tracking information so that you can confirm delivery of your application and prove that the carrier received your application. Applications must be mailed to:

Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
1401 Constitution Avenue, NW
HCHB, Room 4092
Washington, D.C. 20230

or hand-delivered to:

Technology Opportunities Program
National Telecommunications and Information Administration
U.S. Department of Commerce
Room 1874, Herbert Clark Hoover Building
1401 Constitution Avenue, NW
Washington, D.C. 20230

Room 1874 is located at entrance #10 on 15th Street NW, between Pennsylvania and Constitution Avenues. See the inside cover of this *Application Kit* for a detailed map for hand-deliveries.

Unfortunately, every year the Department of Commerce must reject virtually every application that arrives after the application deadline. Therefore, we urge you to allow sufficient time for the delivery of your application.

NTIA will provide a written acknowledgment of the receipt of each application and will publish a list of applicants in the Federal Register and on the TOP home page. However, the best way to confirm that your application has been delivered to NTIA is to contact your carrier directly.

C. General Instructions for Preparing Applications

A TOP application is complete only when it contains the items referenced below (excluding optional items) and original signed copies of the applicable Standard Forms. A complete TOP application includes the following items, and for ease of processing, should be assembled in the following order:

- ' **Standard Form 424**, *Application for Federal Assistance* (Place on top)
- ' **Executive Summary** (1 page, up to 250 words, does not count against page limit)

- ' **Table of Contents** (Optional, does not count against overall page limit)
- ' **Project Narrative** (Up to 8 pages)
- ' **Appendices to the Project Narrative** (Optional, up to 32 pages) includes timelines, technical diagrams, organizational charts, maps, letters of support, résumés, etc.

- ' **Standard Form 424A**, *Budget Information–Non-Construction Programs*
- ' **Budget Narrative** (Does not count against overall page limit)
- ' **Statement of Matching Funds**
- ' **Standard Form 424B**, *Assurances*
- ' **Standard Form CD-511**, *Certifications*
- ' **Standard Form LLL**, *Disclosure of Lobbying Activities* (If applicable)

Failure to submit a complete TOP application with the appropriate signatures by the application deadline may result in the application being rejected by the Department of Commerce.

Page Limits

Your Project Narrative and Appendix must not exceed forty (40) pages. The 40 page limit includes a Project Narrative of up to eight (8) pages and thirty-two (32) pages of appendices (e.g., tables, timelines, organizational charts, memoranda of understanding, technical designs, illustrations, maps, letters of support, résumés, and supporting documents).

The 40 page limit does not include the Executive Summary, Standard Forms, a table of contents, or budget information. You may go over the limit to include these items.

It is important to stay within your page limits. Reviewers will be instructed to ignore any portion of your application that extends beyond the prescribed page limits. Because the Project Narrative is limited to 8 pages, you should include information in the appendices that clearly supports your case. CD-ROMs, disks, or video or audio tapes should not be included in your application.

Page Formats

The application should be typed, single-sided, single-spaced, on 8 ½" x 11" paper. Your text should be a font of no less than 12 points with margins of no less than one inch (1").

This sentence is in 12-point font. Do not use a font size smaller than this in your application.

You should also number the pages of your application consecutively, starting with the first page of the Project Narrative. It is also helpful to number the pages of the appendices.

Please number the Budget Narrative and the Statement of Matching Funds separately, beginning with **424A-1, 424A-2, 424A-3**, etc.

Total Number of Copies

NTIA requests that each applicant submit **one (1) original signed application** and **five (5) copies**, unless doing so would present a financial hardship, in which case the applicant may submit one original and two copies of the application. The application with original signatures should be clearly marked "Original." Each duplicate should be clearly marked "Copy."



To assist in the review process, the original application (designated "Original") and one of the five copies of the application should be secured with a binder clip (see illustration to the left). The remaining four copies, which will be sent to the peer reviewers, should each be stapled.

Also, be sure to include copies of the Standard Form 424B, CD-511, LLL in the two binder clipped copies. You do not need to include them in the four stapled reviewer copies.

Signatures

Original signatures **are required** in the following places in the application:

- **bottom (box 18d) of Standard Form 424, *Application for Federal Assistance***
- **back page of Standard Form 424B, *Assurances***
- **bottom of back page of Standard Form CD-511, *Certifications***
- **bottom of Standard Form LLL, *Disclosure of Lobbying Activities* (if applicable)**

Failure to include original signatures on the items noted above may result in the rejection of your application. Standard Forms 424, 424B, CD-511, and LLL should be signed by someone who is authorized to commit the applicant organization, such as the Chief Executive Officer, Chief Financial Officer, President, or Executive Director. Original signatures should be in **blue ink** so that the original application can be easily distinguished from application copies.

Amendments to Applications after Application Deadline

NTIA will **not** accept amendments to an application submitted after the application deadline unless specifically requested by NTIA staff. We will notify you if any additional information is needed to evaluate the application. NTIA may request information of applicants at any time.

Changes in Applicant's Contact Information

If the contact information submitted in Box 5 of the Standard Form 424 changes after submission, you should immediately notify TOP in writing. If possible, please use a street address, not a Post Office box, when completing Box 5.

Waiver Requests

As stated in the *Notice*, NTIA does not intend to waive any provisions of the *Notice*. However, under extraordinary circumstances, and when it is in the best interest of the federal government to do so, NTIA may, on its own initiative or when requested, waive certain provisions in the *Notice*. NTIA cannot waive requirements that are statutory, only those that are discretionary. **Please note**, as described in the *Notice*, requests to waive the application deadline will not be considered until after receipt of the application by NTIA.

- **If you plan to request a waiver prior to the application deadline**, you must write a letter, addressed to TOP c/o the address listed on the inside front cover of the *Application Kit*, stating clearly (1) which provision(s) you are asking to be waived, and (2) the extraordinary circumstances that necessitate the request. **The request must be clearly identified as a “Waiver Request.”** NTIA cannot guarantee that it will be able to resolve waiver requests before the application deadline.
- **If you are requesting a waiver at the same time that you submit your application**, you must insert a document stating clearly (1) which provision(s) you are asking to be waived, and (2) the extraordinary circumstances that necessitate the request. **In order to ensure the timely processing of your waiver request, the request must be clearly identified as a “Waiver Request” and inserted immediately after the Standard Form 424, *Application for Federal Assistance*.**

Conditions Related to Projects with International Components

While TOP projects may include international components, all grant recipients, subrecipients, and TOP-funded personnel and equipment must be domestically based. Also, as indicated in the Notice, costs that are ineligible for TOP support may not be included as part of your matching fund contribution.

D. Instructions for Preparing the Executive Summary

Every application should begin with a concise, one (1) page Executive Summary, **not to exceed 250 words**. The Executive Summary is your first opportunity to introduce the reader to your project: it should be factual, brief, and focused on your efforts.

For Fiscal Year 2000, TOP will support projects in the following application areas:

Community Networking and Services
Lifelong Learning and the Arts
Health
Public Safety

In order to assign each application to a peer review panel with the appropriate expertise, TOP requires that each applicant identify one of the four application areas listed above that best categorizes the project being proposed. Some projects may encompass or touch upon more than one application area. While TOP encourages cross-application area linkages, it is important that you select a primary area that constitutes the “best fit.” For more details on the application areas, please see “Program Funding Priorities” in the *Notice*.

Guidelines for Preparing Applications–Fiscal Year 2000

In order to facilitate the review of your application, **begin the Executive Summary with the following sentence: “This is a project intended for the [*choose one of the four application areas listed above*] primary application area.”**

If applicable, you can also choose another one of the application areas as a secondary area. For example, if a project primarily emphasizes crime reduction but also includes a significant human services component, the primary application area would be “Public Safety” and the secondary application area would be “Community Networking and Services.” Your Executive Summary’s first sentence would then read: “This is a project intended for the Public Safety primary application area and Community Networking and Services as a secondary application area.”

The Executive Summary should briefly cover the core aspects of the project and address the following questions:

- What are the goal(s) of the project?
- What are the anticipated outcomes and impact of the project?
- What is innovative about the project?
- How many sites are there and where are they located?
- What technologies are to be employed?
- What will users do with the technology?
- Who are the communities to be served?
- What organizations are participating as project partners?

E. Instructions for Preparing the Project Narrative

The Project Narrative is your opportunity to convince readers that your project fits TOP objectives. It is the one place in the application where you have an opportunity to speak in your own voice—not filling out a form, not explaining budget details—but speaking directly about the goals of your project, the means with which you expect to achieve your goals, the partners you plan to involve, and the people affected by the project outcomes.

Readers will review your presentation from the perspective of how well you address the Review Criteria defined in the *Notice*. Therefore, review the discussion of the seven Review Criteria in the *Notice* carefully before preparing your Project Narrative.

Please note that the 2000 *Notice* describes projects that TOP is especially interested in at the programmatic level (e.g., projects developed by *smaller, locally-based organizations*; projects that propose to use *advanced network technologies*; and projects that *cut across application areas*) and within each of the four application areas. While it is helpful to highlight those aspects of your project that address TOP's areas of interest, an application does not need to address any of these areas to be competitive. Moreover, addressing TOP's areas of interest is not a guarantee that your application will be selected for funding. NTIA will continue to support and fund a wide range of projects across application areas.

General Suggestions

- **Use TOP's online resources to prepare your application:** TOP has a wealth of information on its home page that can help you learn what works, compare your efforts to others, and develop or refine your project. Case studies, reports, narratives of successful applications, contact information for and links to current grantees, and evaluation tools and workbooks can be found at <http://www.ntia.doc.gov>. Follow links to "Grants."
- **Be succinct and clear:** Because of page limitations, you should discuss your project clearly and succinctly. Reviewers are less interested in jargon and exaggeration, and more interested in learning what you are proposing and how well you respond to the seven Review Criteria published in the *Notice*.
- **Review the Project Narrative once it is complete:** One of the biggest mistakes applicants make in writing their Project Narrative is to treat each of the Review Criteria as a separate and distinct writing task. Even though each section of the Project Narrative should correspond to the seven Review Criteria, they should be viewed as stages in a coherent and convincing presentation. Reviewers have frequently noted that various parts of a single narrative appear to have been written by different people, and that no one appears to have read the narrative all the way through to check for spelling mistakes, stylistic inconsistencies, redundancies, factual omissions, and unexplained assumptions. Therefore, before you submit your application to TOP, a good strategy is to let someone who is not familiar with

the project, but understands network technology, read and critique the Project Narrative.

- ***Do not use pointers to online resources:*** Because World Wide Web pages or other online resources can be altered after the close of the grant round, you cannot use pointers to online resources to augment your application. Reviewers will be instructed to ignore pointers to online resources. If you want to include documentation available on the Internet, you should print the material and include it in your appendix.
- ***Use appendices to expand your presentation:*** Please keep in mind that you are writing to a diverse group of readers—independent reviewers, TOP staff, and the NTIA selecting official. You should not assume that the people who are reading your application know any information about you, your organization, your project, or the individuals in the communities you are trying to impact. Use the thirty-two (32) pages allocated for appendices to expand upon the points you want to discuss in greater detail. Reviewers have recommended that you add appendices only if they are referenced in the Project Narrative.
- ***Check each copy of the original application:*** During previous grant rounds, a few applicants did not include all of the required documents in each of the copies. Reviewers can only evaluate proposals using the documentation that you provide. It is your responsibility to ensure that the one original and copies you submit include the required material.

Addressing the Review Criteria

Since reviewers will evaluate your project based on the seven Review Criteria published in the *Notice*, we suggest that you build the sections of your Project Narrative to correspond to the Review Criteria—Project Purpose; Innovation; Diffusion Potential; Project Feasibility; Community Involvement; Reducing Disparities; and Evaluation and Documentation. The sections that follow were developed with the assistance of feedback from TOP’s external evaluators, peer reviewers, and grantees. Each section provides information, suggestions, and examples on how to address the seven Review Criteria.

i Project Purpose (15%)

You should use the Project Purpose section to describe your project, clearly discussing the problem(s) you are trying to solve, the solution(s) you propose, and the outcomes you expect. In writing this section, it is helpful to show the reviewers that you have a clear understanding of how your project will have an impact on the community and those involved in the project. Reviewers look for a convincing case that logically connects the proposed solution to the community’s needs and to reasonable and achievable outcomes.

Defining a specific need or problem. A compelling application defines a problem or set of needs that can be addressed through the application of network technology. There may be specific economic, cultural, or geographic issues—such as the lack of a skilled workforce, business disinvestment in the area, limited access to high quality medical care, or high unemployment—that

will be the focus of your project.

Reviewers will assess the severity of the problem(s) you propose to address. Therefore, you should consider presenting a profile of the community or communities to be served and the intended beneficiaries of the project, citing supporting statistics (e.g., per capita income, per cent of households living in poverty, population density, size of the region, relevant health statistics) as appropriate. You may wish to append materials such as maps and other geographical representations to illustrate the scope of the project. You can also bolster your presentation by using specific quantitative data to document the nature and extent of the community's needs. The following passage is adapted from a successful application from a previous grant round:

“Hunger in America is real. Despite a growing economy and shrinking welfare rolls, over 21 million Americans sought emergency food assistance in 1997. Furthermore, charitable feeding programs across the country report that demand is still rising. In fact, the US Conference of Mayors has documented increased demands for emergency food assistance across the country since 1983 including a 16 percent increase in 1997 alone. While the lines at pantries and kitchens are rising, food waste continues to warrant concern. In a 1997 report, the USDA estimated that 96 billion pounds of consumable food are wasted each year. This includes 5.4 billion pounds at the retail level and 91 billion pounds at the food service and consumer level (Appendix A, p. 9). Our organization's goal is to access this recoverable food and distribute it through our network of 188 food banks across the country (Appendix B, p. 10) to over 50,000 charitable feeding programs such as food pantries and soup kitchens. This network makes food available to needy adults and children in every county in America, both urban and rural. Hunger in America can be solved. We need to develop the means to access and distribute available food more effectively and efficiently.”

Proposing a credible solution that employs network technologies. Next, you should discuss how network technology and information resources will provide your community or organization with a realistic and effective mechanism for addressing the problem(s) you defined in the preceding section. Competitive applications always demonstrate a logical link between the problem(s) they define and the solution(s) they propose. The successful TOP applicant cited on the previous page continues:

“In order to more fully access available products and more effectively distribute them across the country, we with our food bank partners will undertake the *Enterprise Project*. *Enterprise* seeks to lay the technological infrastructure and tools necessary for food banks in all regions of the country to serve needy Americans better. While the project entails hardware and software components at local food banks, as well as at our national office, we seek funding for the wide area network (WAN) that will enable the communication of food demands between local food banks and between our national office and those food banks, as well as between food donors and local food banks or our national office. This detailed data sharing will help the food bank network more effectively distribute available product to areas with the greatest demand for that product. While local food banks will continue to solicit and distribute food within their service area, the long-term effect of the WAN will be the creation of a virtual national warehouse.”

Identifying realistic, measurable outcomes that you expect to result from implementation of the project.¹ There should be a compelling reason to believe that the project you propose will make a difference. The nature of that difference can best be described by the outcomes you expect to result from the project. Your anticipated outcomes should be tied to your problem statement and include a range of measurements that actually help determine that the underlying need has been addressed. Some useful questions to consider include: What do you expect to change in your community? Who will be impacted? What specific, realistic outcomes do you expect to occur within the grant award period? Further, can you look beyond the grant award period and identify the longer term effects that you can expect to occur? The successful TOP applicant cited above proposed these outcomes:

“This virtual warehouse will impact the partners’ services in several important ways. First, local, regional and national product solicitation can be targeted to better meet individual community needs. Second, when a donor offers product to the network, the data access allowed by the WAN will help the network respond to the offer in a timely and efficient manner. This timeliness will strengthen relationships with donors and will encourage greater future donations. Finally, the data stored in the virtual warehouse can enable regional product sharing so that no single community will be overlooked when there is available product to meet those needs in another location. For more details, please see our evaluation matrix in Appendix C, p. 13.”

f Innovation (15%)

Once you have established what you intend to do, you should describe why the project is innovative. While many of the project’s innovations may be implicit in the description of the solution you are proposing, you should take the opportunity to explain these innovations directly. As discussed in the *Notice*, innovations can take many forms, such as the use of an untested technology that extends end-user capabilities, an imaginative partnership or organizational model, new applications of proven technologies, or a creative strategy for overcoming traditional barriers to access.

You should highlight the aspects of your project and the model it proposes that are unusual or innovative. Simply stating that a particular approach has not been tried in your community is only a start. Each application should provide insight on the use of network technology that can be shared with the rest of the nation. Therefore, it is helpful to place your efforts in a national context by comparing and contrasting your project to other efforts or projects in your field. Successful applications have researched case studies, various reports, and the activities of TOP grantees and

¹ When describing project outcomes, it is helpful to keep in mind the distinction between *outputs* and *outcomes*. *Outputs* may be thought of as a unit of service or product of the project’s activities, e.g., number of training classes held, number of “hits” to your World Wide Web site, number of client referrals, or number of sites established. Such data are important because they often lead to the desired or expected outcome(s). *Outcomes*, then, are the benefits derived from the project activity or the consequences of project participation. Outcomes reflect a changed state or condition of the project’s target population or beneficiaries, e.g., improved level of literacy, more efficient delivery of social services, or improved emergency services in rural communities. Outcomes should be related to, and influenced by, project outputs, but they are not the same.

other projects and documented how their project complemented and built on what has been learned.

In order to gain a better understanding of current uses of information infrastructure, you should use the Internet and other resources to search for comparable efforts and projects. As a start, TOP maintains a home page on the Internet, accessible via <http://www.ntia.doc.gov/>, that contains descriptions of grantees' projects, project narratives of the 1999 grantees, links to projects funded in previous grant rounds, 36 detailed case studies, and other reports. If you do not have access to the Internet, TOP staff are available to answer your questions. Additionally, a number of federal agencies and non-profit organizations also provide details on a wide range of information infrastructure projects.

In the past, successful applicants have used the resources above to discuss specifics of how their proposed project compared with and differed from existing projects and efforts.

† Diffusion Potential (10%)

In this section, you have an opportunity to identify those aspects of your project that enable its adaptation to or replication by other communities and the plans you have to ensure that the lessons learned from your project are distributed as broadly as possible.

To establish the potential of your project to be widely diffused, you can highlight elements of your project that enable its replication. For example, you may want to discuss how prevalent the problems or needs you hope to address are common to other communities. If many communities face the same problem, the likelihood that they would be interested in your approach is increased. For example, if you propose to address local needs for the underfed in your community, you should identify how acute hunger is in other communities across the country.

You may also want to highlight those aspects of your project that are improvements upon existing approaches. For example, if your project is proposing to use high-resolution video streaming over the Internet for training, you could note the advantages high-resolution video has on the learning process.

In terms of the ease of replication, you can highlight the cost-effectiveness of your approach versus other alternatives; identify the aspects that make your solution accessible to other communities, especially underserved communities constrained by geographic, physical, or financial barriers; or the simplicity of certain elements of your project, etc.

While diffusion of your new idea and approach may be spontaneous, in this section you should also include a plan for actively disseminating information about your project. Such plans may include presenting at professional conferences, workshops, and symposia; hosting regional conferences; providing an analysis of similar projects; mentoring sites in other localities to aid in their adaptation of your project; or publishing findings in professional journals, reports, or World Wide Web sites.

It is helpful to include the name of the publications, journals, and associations you intend to use for dissemination purposes. Since reviewers will also assess the degree to which you dedicate sufficient resources for the activities you propose, you should clearly describe the staff time or resources dedicated to dissemination.

L Tip from Grantees: Grantees have commented that it is helpful at project outset to develop and share a communication plan that will describe your successes and make it easier to demonstrate the value of the service to the stakeholders in your community.

i Project Feasibility (15%)

Once you have clearly and systematically demonstrated that the project you propose can serve as an innovative model, you should demonstrate that your team can actually do it. In this section, you should show how you will implement the project by discussing the following issues:

Technical Approach. You should describe in detail the technology that you will employ in your project, your rationale in selecting this particular technology, and how the various components will be organized and work in tandem. Reviewers will scrutinize this section to determine whether your solution is appropriate and effective for meeting the goals set forth in the “Project Purpose.”

You should try to be as specific as you can in this section so that there will be no confusion among the reviewers as to what the technology you are proposing will do and how it will work. Often the easiest way to explain or flesh out a technical approach is to append diagrams and other pictorial materials that allow reviewers to “see” what you are describing.² Reviewers have also recommended that applications describe the existing network technologies, resources, and services available to the end users.

When discussing the technical approach, you should specify in detail not only how the proposed technical and organizational system will work, but also (1) how it would operate with other systems; (2) the technological alternatives that you have examined and the reason why you considered the approach you have chosen superior to others; (3) how it can grow to accommodate additional users; and (4) your plans for maintaining and/or upgrading the system.

(1) With respect to *interoperability*, you should describe as concretely as possible how your system will, or could, work with other relevant networks or services.³ For example, if you are

² Materials that support or amplify the Project Narrative, such as technical diagrams, organizational charts, maps, or letters of support, can be included in appendices. Please note that there is a forty (40) page limit on all narrative materials, excluding the Executive Summary, all Standard Forms, table of contents, and budget information.

³ *Interoperability* refers to the condition achieved among information and communication systems when information (i.e., data, voice, image, audio, or video) can be easily and cost-effectively shared across acquisition, transmission, and presentation technologies, equipment, and services.

planning to deploy a network that would be used to transmit medical images among several institutions, you should describe how your network would or could be integrated with other information systems at those institutions, or elsewhere in the community. You should also discuss your use of standards, and if you have chosen any proprietary, “closed” solutions when standards-based solutions are available, you should provide justification.

(2) With respect to *technical alternatives*, you should describe why the technical approach you propose best meets your goals. It is helpful to explain to reviewers what alternatives approaches you considered. Your project should take advantage of existing infrastructure and commercially available telecommunications services, or if this is not the case, you should show why extraordinary circumstances require the construction of new network facilities.

(3) On the issue of *scalability*, you should discuss how the system you intend to deploy can accommodate growth beyond the scale defined for the grant period.⁴ This growth could be a growth in the number of users within the community, a growth in the geographic area to be served, or a growth in the services that would be offered with the system (i.e., discuss the capability to add services to those that will be provided initially).

(4) You should also describe your plans for *maintaining the system* you deploy and for upgrading the technology (if applicable) or capacity to exploit new opportunities made possible by advances in technology.

Applicant Qualifications. In developing this section, you have an opportunity to provide evidence that the applicant team has the ability to effectively deal with both the technical complexity and the organizational challenges associated with managing the project. It would be helpful to describe the qualifications of your project team, including both your own organization and all project partners, to show that all team members and partners have both the commitment and experience necessary to undertake the project and complete it within the proposed time schedule. You should address all of the participants’ experience with network technology projects, in serving the communities or populations targeted by the project, and with project management. You may want to append brief biographies for the key project personnel from both partner organizations and your own in the appendix. In many cases, you will hire individuals to fill positions once the grant is awarded. If that is the case, it is helpful to include a description of the qualifications of the people you seek to fill those positions.

Budget, Implementation Schedule, and Timeline. Reviewers will carefully examine all the budget materials to assess whether the budget is appropriate and clearly related to the tasks you propose in the Project Narrative. You can use this section to *briefly* provide an overview of your budget. One common error in presenting budgets noted by reviewers in previous rounds is the inclusion of only one budget category in the application. Reviewers look to see if budgets include all the necessary

⁴ *Scalability* refers to the ability of a system to accommodate a significant growth in the size of the system (i.e., services provided, end users served) without the need for substantial redesign.

categories to support the project. For example, reviewers have great difficulty determining the feasibility of an application that presents a budget for equipment without personnel.

Reviewers will carefully examine your implementation schedule to ensure you allow enough time for the project to be developed, implemented, and fully evaluated during the grant period. Therefore, you may want to present an implementation schedule that identifies major project tasks and milestones. A clear timeline that sets out the milestones you expect to reach at various stages of your project's implementation can help reviewers gain a much clearer perspective on what you are proposing. If space is a concern in the Project Narrative, you can append a timeline.

Sustainability. To be competitive, a project should exhibit economic and organizational viability beyond the grant period. You should therefore present a credible plan that includes a discussion of anticipated ongoing expenses and potential sources of non-federal funds to sustain the project. You may also want to address the question of whether you expect start-up partners and their responsibilities for various segments of the project to remain the same or change over time.

L Tip from Grantees: Grantees note that staff turnover can harm a project in many ways. At a minimum it can delay a project's progress. If the problem persists, the loss of key staff can severely impede a project's ability to keep pace with end users' demands. Grantees recommend that projects remain aware of the potential for staff turnover and devise creative methods for overcoming the high cost of maintaining computer specialists and other essential personnel.

Community Involvement (15%)

Once you have presented a coherent and convincing discussion of the project definition and shown that what you propose is feasible, you will want to show that the communities to be served by the project support it and will participate in its development. In this section, you should discuss your partners, the steps you have taken and will take to involve the community (or communities), your plans for involving and supporting the project's end users, and how you intend to protect the privacy of individuals affected by the project. In addition, to the greatest extent possible, you should work to understand the needs and requirements of all potential end users, including those with disabilities.

Partnerships. You should present a clear discussion of who your partners will be, what their respective roles in the project will be, what benefits each expects to receive, and what specific contributions each partner will make to the project in the form of financial support, equipment, personnel, or other resources. You should also describe plans for maintaining the partnerships that have evolved during the grant. Partnerships should be clearly defined, mutually beneficial, and the commitments (including both cash and in-kind contributions) well documented in the application. It is helpful to append letters of commitment from the partners describing in detail their roles and quantifying their contributions, or if you prefer, memoranda of understanding.

L Tip from Grantees: The experiences of the grantees surveyed for the case studies demonstrate the importance of ensuring that the grant recipients' and partners' roles are mutually agreed upon and put in writing in advance of project inception. This not only generates project support and buy-in on the part of all stakeholders, but it provides a guide for implementation and a commitment by all parties throughout the project.

If you have worked with these partners on projects in the past, discuss the nature and results of those projects and the project responsibilities assumed by each collaborator. Never assume that reviewers will know who a proposed partner is, what that partner is capable of or willing to commit to the project, or why the partner is joining with you.

L Tip from Grantees: Grantees repeatedly comment on the importance of developing alliances with organizations that are capable of performing their assigned roles. They suggest that applicants take the time to learn the limitations of their proposed partners, and that they select partners that can clearly devote the necessary time and resources to the project.

Involvement of the community. In explaining the involvement of your community in the project, you will want to describe the steps you have taken to include a wide variety of community stakeholders in the planning and development processes. For example, have you held open meetings, conducted surveys, employed focus groups, met with representatives of different community groups, or developed a steering committee or advisory panel that involves end users and other key stakeholders? Letters from potential end users indicating how they intend to use the proposed services and describing the benefits that they envision are often very persuasive.

L Tip from Grantees: Among grantees visited for case studies, the most successful appeared to have involved community stakeholders in their design and development phases. The inclusionary approach contributed to technology initiatives that met the needs of (and were therefore used by) their intended beneficiaries. Conversely, projects that failed to involve stakeholders and end users often found themselves struggling to gain community support for their overall approach.

The following passage describes one previously successful applicant's approach to involving its community.

“As we considered the scope of the project, we started with the assumption that the community had diverse ethnic, racial, and economic populations. We also assumed that the community needed better communications to overcome a general feeling of low self-esteem because of crime, joblessness, poor housing, and lack of a sense of community.

“To test these assumptions, our staff surveyed the local churches, libraries, business groups, and local press to determine which local organizations and community leaders would make the best partners for the project. We then met with the partners and community organizations to discuss

strategies for seeking community input, and to establish project goals and objectives within the timetable once the assumptions were confirmed. We concluded that the best way to do this was for the partners and community organizations to disseminate information to community residents explaining who the partners were, and what the proposed project was about. Subsequently, we created a needs assessment survey and carried out door-to-door surveys. Additionally, we invited the residents to attend a series of five focus group sessions in their neighborhoods. In the limited geographic area that the project proposes to serve, 165 members of the community attended these meetings. They represented all segments of the community. Most of the assumptions about community needs and the demand for the proposed services were confirmed in the survey and focus group results. Copies of the surveys and results of the focus group sessions are attached in Appendix D.”

Support for end users. A competitive application will show careful attention to the needs, skills, working conditions, and living environments of the targeted end users. You should identify and describe the end users. You should also discuss how you will work with them to ensure that they can use the services that the project will enable. How have they been involved in the design of the project? How will they be recruited? How will they be trained? How will you provide ongoing technical support?

L Tip from Grantees: Grantees suggest that the need for training on the use of new systems and technologies is constant and is often more than they originally anticipated. They recommend allocating enough resources to cover the cost for training time, materials, and trainers that can work directly with the trainees. Some grantees also found that integrating instructional activities into normal work duties (rather than offering training on a voluntary basis or as an additional requirement) to be a helpful approach.

You should also discuss how the end users will interact with the technology. One way of describing this interaction is to offer a scenario of how the services would be used. For example:

“Bob Jones, an elderly patient, arrives at the emergency room complaining of a chronic cough. A preliminary diagnosis reveals evidence of tuberculosis. An automated tuberculosis protocol recommends appropriate antibiotics, further tests, and an isolation room. A message is sent over the network to the city Department of Health, reporting that a likely case of tuberculosis has been found. After two weeks, the patient’s fever and cough have subsided. The physician contacts the department electronically to arrange for him to be followed by the Department for Directly Observed Therapy; with his permission, relevant clinical data are transferred electronically to the department. Since the patient is unable to attend the public health clinic, a public health assistant visits him and uses a hand-held computer to report on his condition. His condition can be tracked over a period of months, and subsequent diagnoses can be made, using the same hand-held device. When Mr. Jones is well enough to visit the public health clinic, he can access the tuberculosis information kiosk in the waiting area, which will provide valuable information related to his condition.”

Privacy. Finally, you should discuss your plans for protecting the privacy of the end users and beneficiaries of the project. For example, if you are proposing a project dealing with individually identifiable information (student grades, medical records, etc.), you should describe in detail both the technological mechanisms you will employ to maintain system security and unauthorized access to information and the policy mechanisms (e.g., staff education and usage guidelines) to deter improper use. If you believe that privacy and confidentiality are not important issues in your project, you should state so clearly and discuss your reasoning.

ñ Reducing Disparities (15%)

The previous sections provided you with the opportunity to discuss the nature and severity of the community's needs. In this section, you can now focus more directly on the existing disparities in access to and use of information infrastructure technologies in your community. Remember that reviewers will assess the degree to which you target underserved communities and/or underserved groups within a broader community.

Description and documentation of the disparities. This is your opportunity to describe and document the disparities in access to technology that exist within the population(s) you propose to serve. Consider presenting a profile of the community or communities to be served and the intended beneficiaries of the project, citing supporting statistics (e.g., computer ownership and usage, percent of homes with Internet access, percent of homes with phone lines). You can bolster your presentation by using specific quantitative data to document the disparities in access to and use of information technology. NTIA's home page, <http://www.ntia.doc.gov>, provides a number of useful resources including the report *Falling through the Net* which catalogues disparities in access to information technology across the nation. In addition, you can contact relevant state agencies, public utility commissions, and state telecommunications agencies for more information regarding the level of network access in your community.

To establish under usage of network technology, you can survey existing levels of usage in the community. Some helpful questions to consider include: What percentage of the end users have direct access to the Internet? Where do end users access the Internet? Are there community access sites available, and if so, where are they located? How do end users currently utilize the Internet (e.g., email, collecting information from web sites, online shopping, chat rooms)?

Strategies for overcoming barriers to access. Having documented the disparities in access to and use of information infrastructure technologies, you should then discuss your plans and the proposed allocation of resources (e.g., equipment location, staff for training, provision of needed services) for reducing them.

End users face a variety of barriers (including the perception that online material is irrelevant to their needs, limited skills in access in technology, financial barriers, etc.) to the use of information infrastructure technologies. Reviewers will consider how well your proposed solution reflects an understanding of the interplay between the barriers, and the your strategies for overcoming the

barriers responsible for limiting access and for reaching out to the populations you have targeted.

○ **Evaluation and Documentation (10%)**

Under “Project Purpose,” you were asked to think beyond the project ending date and to offer a realistic estimate of your project outcomes. Here is your opportunity to present a clearly defined plan to evaluate and document the degree to which the project achieved its goals and objectives. Because of page limitations, you should consider highlighting key elements of your evaluation and documentation plan in your Project Narrative and address specifics in an appendix.

To help you develop your evaluation plans, TOP has created an Internet resource that contains descriptions and links to valuable assessment and evaluation information including case studies, reports, and evaluation worksheets for specific application areas. To access this resource, go to TOP from NTIA’s home page, accessible via <http://www.ntia.doc.gov>, and look for signs to evaluation resources. TOP staff actively work with grantees, applicants, and others involved with evaluation and are available to answer your questions.

As described in the *Notice*, reviewers will rate your application on the quality of your plans for evaluation and documentation. Your documentation plan should result in the systematic acquisition and assessment of information to provide valuable insights to the project team, TOP, and others interested in your project. Accurate and complete documentation of the project inputs, implementation process, and the project operation is critical to the sustainability and diffusion of innovative applications of network technologies. Documentation is a form of data collection that goes beyond collecting baseline data. An effective documentation plan is essential for telling your story: documentation should provide the data for external evaluation of project impacts by other practitioners and provide answers to questions these innovative projects draw from all interested parties.

In developing your documentation plan, you should refer to your implementation plan and timeline for guidance. Documentation techniques can include project logs, visitor reports, databases, video tapes of events, and other methods that capture a running account of project achievements and milestones as they relate to project goals, objectives, and unanticipated events (both positive and negative). Think of this as a chronicle that helps you tell others of the experiences you encountered in trying to implement this project and in trying to achieve the goals of the project. The information obtained through your proposed documentation plan will provide the foundation for evaluating your project and disseminating information about the lessons of the project.

Your evaluation plan should be consistent with the objectives and goals as described in your responses to the Review Criteria. In addition, evaluation should not be viewed as something to be done after project completion, but rather seen as an integral element in the design, planning, and implementation of your project. Successful applicants often involve an evaluator in the development of both the project and the TOP application.

L Tip from Grantees: Grantees recommend that applicants involve an evaluator early in the development of both the project and the application. Responding to our evaluation study, many of the grantees indicated that, in hindsight, they would have benefitted from giving more thought to evaluation at the outset of their project.

The topics listed below can help you prepare your evaluation.

- **Evaluation Questions:** What questions will the evaluation seek to answer? What do you expect to learn from your project? The project goals and objectives, implementation plan, and anticipated consequences provide the basis for formulating evaluation questions.
- **Evaluation Strategy:** What approach will you take to find answers to the evaluation questions? What criteria will you use to assess lessons learned from the project? Will you include a technology assessment? What populations will be included in your evaluation?
- **Data Collection:** While the type of data and method of data collection will depend upon the nature of the project, a data collection plan can help readers identify inputs, outputs, and outcomes.⁵ What kind of measurement instruments will be used? Will there be a mix of quantitative and qualitative data identified and collected? At what points in the project will information be collected? It would also be helpful to explain how project staff will collect data from the various sites and organizations involved in the project.
- **Data Analysis:** You should describe the method that you propose to use to analyze data. In addition, the techniques for analysis you identify should be appropriate for the types of data to be collected. For example, open-ended interview schedules often require extensive and careful coding of responses and tend to employ qualitative analyses. Different statistical techniques require different methods of data collection and should be planned prior to implementation.
- **Evaluator(s):** Specify the individuals or groups who will be involved in conducting the evaluation. What are their qualifications? What are the responsibilities of key personnel?
- **Budgeting of resources and staffing for evaluation:** Reviewers will also assess whether you have provided sufficient resources and expertise to conduct a thorough assessment of your project. Since evaluations are highly dependent on the specifics of the project, the actual amount of resources dedicated to evaluation varies from project to project. However, projects often allocate between 8-10% of the project budget for evaluation and assessment efforts.

⁵ Project *inputs* refers to the resources you use to achieve and support the project activities. Inputs can include personnel, equipment, partner contributions, physical plant, communication costs, etc.

F. Instructions for Preparing a Budget Request

As a component of the Project Feasibility review criterion, reviewers will analyze your budget request in terms of its **clarity**, **cost-effectiveness**, and **consistency** with the goals and objectives described in your Project Narrative. The proposed budget should be appropriate to the tasks proposed and sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project activities. The following section is intended to guide you through the process of preparing a budget for your application. It includes information on identifying and clarifying eligible costs and examples to help you prepare the required budget documentation.

Identifying Costs

In order for the reviewers and program staff to evaluate your budget, you should fully explain each budget item, including both the federal and non-federal shares of the total project cost. The budget must be reasonable for the tasks proposed, and the relationship of items in the budget to the Project Narrative, especially the project objectives, should be clearly defined and communicated.

As discussed in the *Notice*, TOP will provide up to 50% of the total project cost unless extraordinary circumstances warrant a grant of up to 75%. When the grant award is made, you are committed to the share of the total project cost proposed in the application. Therefore, be sure that all matching funds proposed in an application are allowable, achievable, and defensible.

TOP will support most costs associated with an information technology project. TOP allows costs for personnel, fringe benefits, computer hardware and software, other end-user equipment, telecommunication services and related equipment, consultants and other contractual services, travel, rental of office equipment, furniture and space, supplies, etc. that are allowable under the applicable cost principles. The only cost category specifically excluded is construction costs (see the Eligible Costs section of the *Notice*). A chart of the applicable OMB Circulars is provided below.

Organization Type	Refer to the Cost Principles in...
Universities and colleges	OMB Circular A-21, <i>Cost Principles for Educational Institutions</i>
State, local, or federally-recognized Indian tribal governments; public schools; city and county libraries; etc.	OMB Circular A-87, <i>Cost Principles for State, Local, and Indian Tribal Governments</i>
Community-based organizations, libraries, private K-12 institutions, museums, etc.	OMB Circular A-122, <i>Cost Principles for Non-Profit Organizations</i>
Research institutions and hospitals	Appendix E of 45 CFR Part 74, <i>Principles for Determining Costs Applicable to R&D under Grants and Contracts with Hospitals</i>

Matching Funds: Matching funds may be in the form of cash or in-kind donations. The federal government defines in-kind contributions as non-cash donations to a project that may count toward satisfying the non-federal matching requirement of a project's total budget. Both cash and in-kind contributions may come from third parties.

The **same administrative requirements, cost principles, and audit requirements** apply to the use of both federal funds and the funds and contributions provided as the non-federal share.

The value of an in-kind contribution must be documentable and defensible. In general, in-kind contributions might include the following:

- Donated equipment, supplies, and/or rental of building space. **Please Note:** If your organization is planning to utilize equipment or resources for which it does not hold legal title, then the equipment or resources must be accounted for according to the “use value” of the item. For more details on the “use value,” please see OMB Circular A-122, *Cost Principles for Non-Profit Organizations*.
- Contributions of services from individuals such as professional consultants, engineers, attorneys, programmers, software engineers, systems professionals, etc.
- Contributions of services from organizations such as telephone companies, network access providers, Internet Service Providers, satellite companies, cable television operators, etc.
- The value of the use of existing equipment or existing telecommunications facilities.

Third-party in-kind contributions may count towards satisfying the non-federal matching requirement of a project budget only in those instances where, if the party receiving the contributions were to pay for them, the payments would be considered allowable costs. Grant recipients may not count an item or a service as an in-kind contribution simply because it has value. In general, an item or service may be considered as an in-kind contribution only if it (1) is an allowable project expense, (2) appears as a projected expenditure in the project budget, and (3) is being donated to the project and is being used to meet the project objectives.

Discounts: You should also be aware that the value of products or services must reflect the fully discounted price to your organization. For instance, if you can receive a 70% discount on computer equipment, then the value of the equipment should appear in the budget as the actual amount you will pay (i.e., 30% of the total cost of the computer equipment).

Program Income: As indicated in the *Notice*, any program income generated by a proposed project is subject to special conditions and needs to be identified appropriately in the Standard Form 424 and the Statement of Matching Funds.

Restrictions on Funds: The legislative authority to award TOP grants places restrictions on eligible costs for applicants which are recipients of Universal Service Fund discounts and applicants receiving assistance from the Department of Justice's Regional Information Sharing Systems Program (RISS) as part of the project costs. The statute indicates:

That notwithstanding any other provision of law, no entity that receives telecommunications services at preferential rates under section 254(h) of the Act (47 U.S.C. 254(h)) or receives assistance under the regional information sharing systems grant program of the Department of Justice under part M of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796h) may use funds under a grant under this heading to cover any costs of the entity that would otherwise be covered by such preferential rates or such assistance, as the case may be.

Accordingly, recipients of the above-described preferential rates or assistance are prohibited from including any costs that would be covered by such preferential rates or assistance in their proposed TOP grant budget. For example, if you are an entity eligible to receive a discount on network line charges under the Universal Service Fund, the cost of the network line charge can not appear in your budget.

Because the rules of both the Universal Service Fund and RISS programs are subject to change at any time, we encourage you to refer to the appropriate agencies to learn eligibility requirements and the availability of discounts.

The Universal Service Administrative Company (USAC) is a private, not for profit organization and is responsible for providing every state and territory in the United States with access to affordable telecommunications services through the Universal Service Fund. Public and private schools, public libraries, rural health care providers are eligible to seek discounts for communications services from the Universal Service Fund. For further information, the USAC maintains a home page at <http://www.universalservice.org/>.

The RISS Program is funded by the Department of Justice's Bureau Of Justice Assistance (BJA) and offers information sharing and data analysis on criminal activity, telecommunications and investigative support, and specialized equipment sharing. For further information, the BJA maintains a home page at <http://www.ojp.usdoj.gov/BJA/>.

Instructions for Preparing Budget Documentation

TOP requires that applicants submit three documents to support the budget request: a Budget Narrative, a Statement of Matching Funds, and a Standard Form 424A, *Budget Information—Non-Construction Programs*. Instructions for preparing these documents are provided below. If you use a spreadsheet to prepare your budget, you may include it as additional documentation.

i Instructions for Preparing a Budget Narrative

The Budget Narrative is required for all applicants. As noted above, the *clarity* with which you present your budget information is a factor that reviewers will consider when examining your application. We recommend that you follow our suggested budget categories described below.

Within each category, budget items should be fully described. For ease of review and reference, you can number your Budget Narrative pages as **424A-1, 424A-2, 424A-3**, etc.

Personnel—Line 6a of Standard Form 424A

TOP will support salary expenses for positions directly related to the proposed project. Do not include costs of consultants or staff of contractor organizations here; these should be included in the “Contractual” line. In this regard, it is important to distinguish between (1) personnel costs, such as project management, network engineering, and training, associated with the *development or start-up* of a network, and (2) costs associated with professional services, such as teaching, counseling, or medical care, that are delivered over the network that your project has created. Personnel costs associated with development or start-up of a network are eligible; payment for ongoing professional services is not eligible. For example, if the project is to create a telemedicine network, the costs of setting up and maintaining the network are eligible, but payment for the time or services of physicians or other health professionals providing care over the network is not an eligible cost.

You should list each staff position for which expenses will be claimed, by name and/or by position title. Each listing should contain: (1) the position’s expected level of effort (e.g., 75%, or 30 hours per week); (2) the duration of the position’s involvement (e.g., 18 months), (3) the position’s base salary or wage rate (e.g., \$35,000 per year, \$12 per hour); and, (4) a description of the activities to be performed by the person in that position for the proposed project. A breakdown of federal and non-federal funds for each position should be included. The final tally in each category should include separate totals for both federal and non-federal funds, and a combined total for the entire category. *See example on following page.*

PERSONNEL

Project Director. The Project Director will oversee all aspects of the grant. Responsibilities will include ensuring that budget and timetable targets are met, selecting contractors, putting together an advisory committee, preparing project reports, and supervising the project staff. The Project Director will work 50% of the time for 18 months. Based on an annual salary of \$30,000, the cost to the project will be \$22,500.

Federal Funds: \$22,500	Matching Funds: \$0	Total: \$22,500
-------------------------	---------------------	-----------------

Trainer. The Trainer will design and develop curricula, and conduct training classes for end users at each of the 12 project sites. The Trainer will be assigned 100% of the time to the project for the first 12 months and 50% for the remaining 6 months. Based on an annual salary of \$24,000, the total project cost will be \$30,000.

Federal Funds: \$8,000	Matching Funds: \$22,000	Total: \$30,000
------------------------	--------------------------	-----------------

Total Federal Funds:	\$30,500	
----------------------	----------	--

<u>Total Matching Funds:</u>	<u>\$22,000</u>	
------------------------------	-----------------	--

Total Personnel Cost:	\$52,500	
-----------------------	----------	--

Fringe Benefits—Line 6b

This section should include only the fringe benefits, such as health insurance, social security, workers compensation, and retirement benefits, that apply to the personnel claimed in the section on personnel costs. Note that if fringe benefits are included in the organization's overall indirect cost rate, then they should not be included in this section, but presented with "Indirect Charges." Costs for fringe benefits are typically expressed as a percentage of the base salary or as actual costs. Applicants should list the benefits included in the total fringe calculation. *See example below.*

FRINGE BENEFITS

Fringe benefits are calculated as 28.5% of base salary. Benefits include health care, Social Security, workers compensation, short term disability, and retirement benefits.

Project Director 28.5% of \$22,500 for \$6,413

Federal Funds \$0	Matching Funds \$6,413	Total \$6,413
-------------------	------------------------	---------------

Trainer 28.5% of \$30,000 for \$8,550

Federal Funds \$2,280	Matching Funds \$6,270	Total \$8,550
-----------------------	------------------------	---------------

Total Federal Funds:	\$ 2,280	
----------------------	----------	--

<u>Total Matching Funds:</u>	<u>\$12,683</u>	
------------------------------	-----------------	--

Total Fringe Benefits Cost:	\$14,963	
-----------------------------	----------	--

Travel–Line 6c

TOP will support travel costs directly related to the project. You must itemize these costs in the budget narrative. Do not include consultant travel costs here, describe these costs in the “Contractual” section.

Travel expenses must be itemized and calculations shown in detail. You should provide strong justification for any travel expenses proposed for the project. Such justification must show that the proposed travel is necessary to the eventual success of the project. For air travel, the origin, destination, and the estimated air fare should be included. Lodging expenses should include the nightly rate and the number of nights. Meals should be broken out on a per day or per meal basis, as appropriate. Automobile travel should include a standard mileage rate and estimated mileage. The purpose of each travel item must be explained. *See example below.*

TRAVEL

Conference Presentation. In the project's second year, the Project Manager will travel from Akron, OH to Chicago, IL to present project findings at the Association for Networking's annual conference. Round trip airfare is \$400. Two nights lodging @ \$90 per night is \$180. Per diem of \$50/day for meals, for total of \$100. Ground transportation \$40.

Federal Funds: \$720	Matching Funds: \$0	Total: \$720
----------------------	---------------------	--------------

Training. The Trainer will make 6 round trips to each of the 12 sites to conduct training classes for a total of 72 trips. Based on an average of 40 miles round-trip driving at our organization's standard rate of \$0.25 per mile, the total cost is \$720.

Federal Funds: \$0	Matching Funds: \$720	Total: \$720
--------------------	-----------------------	--------------

Hosting a Regional Conference. The Project will fly in 2 Directors from the remote locations at Akron, OH to Durham, NH for a Regional Conference to discuss the lessons learned from the project. The estimated round-trip air fare is \$900. Two nights lodging @ \$90 per day is \$180. Two days of meals at \$38 per day is \$76. Ground transportation to and from the hotel will be \$50. Total cost: \$1,206.

Federal Funds: \$ 1,206	Matching Funds: \$0	Total: \$1,206
-------------------------	---------------------	----------------

Total Federal Funds:	\$ 1,926
----------------------	----------

<u>Total Matching Funds:</u>	<u>\$ 720</u>
------------------------------	---------------

Total Travel Cost:	\$2,646
--------------------	---------

424A-2

Equipment—Line 6d

Equipment typically includes computer and telecommunications hardware (e.g., computers, modems, routers, and video teleconferencing systems). Software should be listed under “Other.” List items such as floppy disks and other recordable media under “Supplies.” All expected equipment purchases should be itemized in this section. If detailed information, such as the manufacturer and model number or configuration details, is available, it should be included. However, as shown in the example below, exhaustive detail is not required. Each equipment item (or set of items) should be described and justified. You may also wish to include a brief itemized list of equipment to be purchased. *See example below.*

EQUIPMENT

Personal Computers. 1 personal computer will be installed at each of 12 sites for public access to the network. Each computer will be configured with at least 128 MB of RAM, a 500 MHz processor, 6 GB hard drive, and a modem and will cost \$1,500.

Federal Funds: \$0 Matching Funds: \$18,000 Total: \$18,000

Laptop Computers. 1 Miniman Laptop will be available for the project coordinators at each of the 12 sites. These laptops were purchased in Jan. 1999 for \$3,750 per unit. The use value of the laptops will be calculated using the federal use allowance⁷ on existing equipment: (6.666% per year)×(the acquisition cost of \$3,750)×(the 2 year period of use) for a total of \$6,000.

Federal Funds: \$0 Matching Funds: \$ 6,000 Total: \$ 6,000

Network Server. A GreatServer 2000 network server will be located at the project headquarters. The server will be the repository of the local information files and will manage the electronic mail communication among the sites. The server will have at least a 10 GB hard drive, 128 MB of RAM, and a magnetic tape drive for backup purposes. Cost: \$14,498.

Federal Funds: \$14,498 Matching Funds: \$0 Total: \$14,498

Network Router. A network router will be located at the headquarters of the site. The router will manage communications with the external network and cost \$3,500.

Federal Funds: \$3,500 Matching Funds: \$0 Total: \$3,500

Item	Quantity	Unit Value	Total
Personal computers	12	\$1,500	\$18,000
Personal computers	12	\$3,750	\$6,000
Network server	1	\$14,498	\$14,498
Network router	1	\$3,500	\$3,500

Total Federal Funds: \$ 17,998

Total Matching Funds: \$ 24,000

Total Equipment Cost: \$ 41,998

⁷ Please note that there are several methods to calculate the use value of an item. See the depreciation and use allowance sections of the relevant OMB Circulars.

Supplies–Line 6e

To the extent practicable, costs for any needed office supplies should be itemized. *See example below.*

SUPPLIES

Office supplies such as paper, pens and pencils, computer diskettes, laser printer cartridges, staplers, file folders, etc. are estimated at \$750.

Federal Funds: \$375

Matching Funds: \$375

Total Supplies Cost: \$750

Contractual–Line 6f

All contractual services, including services provided by individual consultants, should be described in this section. Each service should be described in detail and conform to competitive procurement rules in accordance with the appropriate OMB Circulars. The costs should be explained and justified. *See example on following page.*

Any proposed **sole source procurement** for \$100,000 or more under the award must be stipulated and a complete sole source justification must be provided. The sole source justification should be based on the unique nature of the contractor service. It may be that the contractor provides the only hardware or software that is compatible with your system. It may be that a specific vendor may be the only one able to deliver the item or service in a timely way. The sole source provisions of these *Guidelines* also apply to all contracts, including those with individual consultants. Familiarity with the vendor, or past performance is not adequate justification for a sole-source contract.

CONTRACTUAL

Network Installation and Maintenance. A vendor will be competitively selected to install and provide 12 months of ongoing maintenance for the project's network. Installation will include the assembly and configuration of the public access computers, the server, the router, connection to network circuits, and overall system testing. Based on inquiries to local vendors, it is estimated that 100 hours, at \$75 per hour will be required for the installation and a 24-hour response maintenance contract is estimated at \$200 per month. Total cost: \$9,900.

Federal Funds: \$9,900	Matching Funds: \$0	Total: \$9,900
------------------------	---------------------	----------------

Evaluation Consultant. An evaluation consultant will be competitively selected to work with project staff to provide ongoing assessment support and project monitoring. The selected consultant will refine the evaluation plan, design the evaluation survey instruments, collect and analyze evaluation data, and prepare a report. It is estimated that the consultant will work for 20 days in Year 1 and 30 days in Year 2 at a rate of \$400 per day. Total cost: \$20,000.

Federal Funds: \$0	Matching Funds: \$20,000	Total: \$20,000
--------------------	--------------------------	-----------------

Volunteers. One welfare-to-work volunteer will work as a data entry clerk. The volunteer will work 40 hours per week for 18 months. Based on our research of local labor market, the value of the volunteer's efforts is \$5.00/hour. The total value of the volunteer's services is \$14,400.

Federal Funds: \$0	Matching Funds: \$14,400	Total: \$14,400
--------------------	--------------------------	-----------------

Total Federal Funds:	\$ 9,900	
<u>Total Matching Funds:</u>	<u>\$34,400</u>	

Total Contractual Cost:	\$44,300	
-------------------------	----------	--

424A-4

Construction—Line 6g

There should be no items listed for construction costs. As stated in the *Notice*, costs associated with the construction or major renovation of buildings are not eligible.

Other—Line 6h

Examples of costs appropriately detailed in this section include: purchase of off-the-shelf software; charges for telecommunication services, such as leased data lines or Internet access; charges for information services, such as subscriptions to on-line databases; telephone charges, postage, photocopying and printing needs; office space, office equipment and/ or furniture (if being leased); or advertising and/or publicity expenses directly related to the project.

All costs must be itemized—miscellaneous or contingency costs are not allowed. Each item must be justified and its relationship to the project's completion explained. *See example below:*

OTHER

Telephone service for help desk. 12 months @ \$25 per month, for a total of \$300.

Federal Funds: \$300	Matching Funds: \$0	Total: \$300
----------------------	---------------------	--------------

Software for the network server. The network server will require a single license of each of the following software packages in order to run the community network:

CoolMail mail handler	\$1,000
Manage-My-Net network management software	\$495

Federal Funds: \$1,495	Matching Funds: \$0	Total: \$1,495
------------------------	---------------------	----------------

Leased T-1 circuit. Each of the five sites currently pay on-going multiple line charges for T-1 service to connect to an Internet service provider. After discount, the cost of the leased T-1 service for five (5) sites is \$460 per month. Total cost per site for 12 months is \$27,600. The Information Systems Division at the central site estimates that 50% of the traffic on the network during the 2 year grant period will be exclusively dedicated to project activities. Therefore the total value of the leased T-1 service as a contribution to the project is \$13,800.

Federal Funds: \$0	Matching Funds: \$13,800	Total: \$13,800
--------------------	--------------------------	-----------------

Photocopier. A leased copier for 18 months @ \$50 per month for a total of \$900.

Federal Funds: \$900	Matching Funds: \$0	Total: \$900
----------------------	---------------------	--------------

Conference Materials. Handouts and name badges for estimated 250 attendees at Regional Lessons Learned Conference are estimated at \$10 per person for a total of \$2,500.

Federal Funds: \$1,250	Matching Funds: \$1,250	Total: \$2,500
------------------------	-------------------------	----------------

Total Federal Funds:	\$ 4,495
----------------------	----------

<u>Total Matching Funds:</u>	<u>\$15,050</u>
------------------------------	-----------------

Total Other Costs:	\$16,495
--------------------	----------

424A-5

Indirect Charges–Line 6j

Your organization may already have an indirect cost rate negotiated with a federal agency. That rate may be applied to your TOP grant if it is current. If it is not current, it must be updated. The old rate may still be applied to the TOP grant, with the understanding that the new negotiated rate will apply if an award is made.

In this section of the Budget Narrative, you should explain how the indirect rate is applied to the direct costs. In the simplest case, the indirect rate is a percentage that is applied to all direct costs. However, some organizations apply indirect costs only to certain categories of direct costs, in which case an explanation of how the total amount is derived is helpful. **If you have a negotiated indirect cost rate, a copy of the agreement must be attached to the Budget Narrative.**

If you do not have a negotiated rate, but would like to include indirect costs, you should estimate your indirect rate and include it in your budget request. Typically, if an award is made, the applicant will have ninety (90) days from the award start date to submit documentation needed to establish a rate with the federal government. Please note, if the subsequent negotiated rate is lower than the estimated rate in the budget, you will be held to the lower rate in your award.

It is important to note that, in some instances, contracted service expenditures include indirect charges as part of the cost. Indirect costs for contracted services should be included under the “Contractual” section in the Budget and Budget Narrative, not under the “Indirect Charges” section. The “Indirect Charges” section should only include indirect costs to be charged. *See example below.*

INDIRECT CHARGES

The Southern Regional Rehabilitation Center applies an indirect cost rate of 22.5% to all direct cost categories except equipment. A copy of the Southern Regional Rehabilitation Center’s current negotiated indirect cost rate with the U.S. Department of Health and Human Services is attached.

Total Direct Charges (except Equipment):	\$108,249
Total Indirect Costs @ 22.5%:	\$ 24,356

Federal Funds:	\$12,126
<u>Matching Funds:</u>	<u>\$12,230</u>

Total Indirect Charges: \$24,356

424A-6

f Instructions for Preparing Statement of Matching Funds

This statement is required for all applicants. The Statement of Matching Funds is essential for reviewers and TOP staff to understand which project costs identified in Standard Forms 424 and 424A and in the Budget Narrative will be supported by which organizations. The Statement of Matching Funds also identifies which matching funds are cash and which are in-kind contributions.

Instructions:

Matching funds are divided into two categories: (1) cash contributions and (2) in-kind contributions. The funds you identify as the non-federal matching share on the Standard Forms 424 and 424A should be fully described and broken down into “cash” or “in-kind” contributions.

Cash contributions are direct monetary contributions from any non-federal source. Also, salaries for personnel working on the project and paid by the applicant from non-federal funds are considered cash contributions.

Note that all funds listed in the Statement of Matching Funds must correspond **exactly** to cost items discussed in the Budget Narrative. Matching funds should be **itemized** with the same level of detail as the federal costs. With respect to in-kind donations, it is essential to remember that an item which is not eligible for federal support **cannot** be included as a match. You should indicate whether the funds will be available at the time of award or they are to be collected at a later date.

If the funds are to be raised through mechanisms such as service or registration fees or other anticipated program income, this should be indicated (and included on the SF 424A). You should provide appropriate, specific documentation on letterhead from sources of matching funds, certifying that they will provide the funds or the in-kind contributions indicated in the Statement of Matching Funds. As discussed in the instructions for preparing the Project Narrative, these letters should be inserted into the application as appendices directly after the Project Narrative.

Applicants requesting more than the standard NTIA share of 50% of the project cost should use the Statement of Matching Funds to explain fully their reasons for the request and to provide appropriate supporting documentation.

A sample Statement of Matching Funds appears on the following page.

Statement of Matching Funds

The matching funds will consist of <applicant's organization name>'s own funds and in-kind contributions of consulting services from <contributor 1 name>, and computer equipment from the <contributor 2 name>. A summary of the matching funds is provided below.

Cash Contribution

From <applicant's organization name>

- \$34,683 in salary and fringe for the trainer
- \$ 720 for travel
- \$ 375 for supplies
- \$20,000 for contractual costs
- \$13,800 for other costs
- \$12,230 in indirect charges

Total cash contribution: \$81,808

In-Kind Contributions

<contributor 1 name> will provide one welfare-to-work volunteer for 40 hours per week for 18 months, at \$5.00/hour. The total value of this contribution is \$14,400.

<contributor 2 name> will donate 12 new personal computers, valued at \$1,500 each, for a total contribution of \$18,000.

† **Instructions for Completing Standard Form 424A, Budget Information**

This form is required for all applicants. Please make sure that the figures and totals on the form are consistent with the numbers in your Budget Narrative.

Standard Form 424A is the budget summary form required by the Department of Commerce. The 424A provides reviewers with a brief overview of the proposed allocation of project funds. ***Detailed instructions are provided below:***

Section A–BUDGET SUMMARY

Line 1: Enter the total funds requested from NTIA on line 1, column (e). This number should match the amount entered in Box 15a of the 424. Enter the amount of non-federal funds, including those from the applicant, state or local governments, or other non-federal sources, on line 1, column (f).

Enter the sum of columns (e) and (f) in column (g).

Leave columns (c) and (d) blank.

Lines 2-4: Leave blank

Line 5: Enter the same amounts entered on line 1.

Section B–BUDGET CATEGORIES

Column (1): Enter the NTIA request for each budget category. Note that the total entered in 6k (1) should equal the amount entered in 1 (e) from Section A.

Column (2): Enter the non-federal contribution for each budget category. The total entered in 6k (2) should equal the amount entered in 1 (f) from Section A.

Columns (3), (4): Leave blank.

Column (5): Enter the sums of columns (1) and (2).

Line 7: Leave blank.

Technology Opportunities Program

Section C–NON-FEDERAL RESOURCES

Line 8: Enter the amount of funds to be contributed by your organization in column (b), funds to be contributed by any state governments in (c), and funds from any other sources in (d). Enter the total in column (e). The total should match the amount entered in Section A, line 1, column (f). Enter the same amounts on line 12.

Lines 9-11: Leave blank.

Section D–FORECASTED CASH NEEDS

Line 13: Enter the estimated funds that will be required from NTIA for each quarter during the first year of the project.

Line 14: Enter the estimated amount of non-federal contributions that will be made for each quarter of the first year. **Please note that grant funds under this program are usually released in direct proportion to local matching funds utilized and documented as having been expended.**

Section E–BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF PROJECT

Line 16: In column (b), enter the estimated total amount of funds that will be required from NTIA for the remainder of the project (i.e., in months 9-24). Enter the same amount in column (b) on line 20.

Section F–OTHER BUDGET INFORMATION

Leave blank. However, TOP requires a Budget Narrative and a Statement of Matching Funds (see below) as attachments to Standard Form 424A.

A sample Standard Form 424A is shown on the following pages.

G. Instructions for Completing Additional Standard Forms

This section provides information on how to fill out the following Standard Forms:

- C Standard Form 424, *Application for Federal Assistance*
- C Standard Form 424B, *Assurances*
- C CD-511, *Certification*
- C SF-LLL, *Disclosure of Lobbying Activities*

Standard Form 424, *Application for Federal Assistance*

Required for all applicants

Standard Form 424 is required by the Office of Management and Budget as a facesheet to all applications for federal assistance. It asks for information about your organization and your project.

Below are box-by-box instructions about how to fill out Standard Form 424:

Box 2: Enter the date on which the application is being submitted.

Box 3, 4: Please leave blank.

Box 5: In the section labeled “Legal Name,” enter the **legal name of the organization** that is applying for a grant. **Do not** enter the legal name of the individual who is applying on behalf of the organization.

In the section labeled “Organizational Unit,” enter the name of the department, division, or other organizational unit that will perform the proposed project. For example, the legal name may be the “ABC County Hospital,” and the organizational unit may be the “Department of Information Services.”

In the section labeled “Address,” **please enter a street address, not a post office box number**. Also, please remember to include the name of the county—it is used for administrative purposes.

In the section labeled “Name and Telephone,” please include a fax number and an electronic mail address, if available, of the contact person.

Box 6: The Employer Identification Number (EIN) is assigned by the Internal Revenue Service. Every employer should have one.

Guidelines for Preparing Applications—Fiscal Year 2000

- Box 7: Enter the most appropriate letter in the box. If you are a non-profit organization to which none of the labels applies, please enter “N” for “Other” and type in “Non-Profit.” **Individuals and for-profit organizations are not eligible to apply.**
- Box 11: On the first line of this box, enter the primary application area (an acceptable entry must be one of the five application areas, exactly as listed on page 2 of the *Guidelines*). On the second line, enter a **descriptive title** of the project. **Do not enter a summary of the project.**
- Box 12: List the cities and/or counties affected by the project. If a project is statewide or involves multiple states, please list only the states. If a project is nationwide in scope, please enter “nationwide.”
- Box 13: In the section labeled “**Start Date,**” enter the date “10/01/00” the official start date of all awarded projects. Note that the project may begin at any time after the application deadline, but applicants should read the caution about premature obligation of funds.
- In the section labeled “**End Date,**” enter the date on which the project will terminate. This date may not be more than 36 months from the date entered as the start date.
- Box 14: In the section labeled “**Applicant,**” enter the state and district number, e.g., “Nebraska - 2.” **Do not** enter the name of the Congressional representative. **Only one district** should be listed; it should correspond to the address of the applicant listed in Box 5.
- In the section labeled “**Project,**” enter the state (or states) and the Congressional district (or districts) that will be directly affected by the project.
- Box 15a: Enter the funding request from NTIA for the entire duration of the project.
- Box 15b: Enter the estimated funding (both cash and in-kind contributions) to be provided by the applicant.
- Box 15c: Enter the estimated funding (cash and in-kind contributions) to be provided by a state government or governments. If the applicant is a state government entity, enter the estimated funding in Box 15b as an applicant contribution, and leave this box blank.

Technology Opportunities Program

- Box 15d: Enter the estimated funding (both cash and in-kind contributions) to be provided by a local government or governments. If the applicant is a local government entity, enter the estimated funding in Box 15b as an applicant contribution, and leave this box blank.
- Box 15e: Enter the estimated funding (both cash and in-kind contributions) to be provided by other sources (e.g., foundations, private sector contributors).
- Box 15f: Leave blank.
- Box 15g: Enter the total of Boxes 15a - 15e.
- Box 16: TOP is covered by Executive Order 12372. **All applicants are required to submit a copy of their application to their state Single Point of Contact (SPOC).** Please see names and addresses of state SPOC offices that begin on page 35 of the *Guidelines*) for review, with the exception of applicants from the following states, which do not have SPOC offices:

Alabama	Idaho	Nebraska	Tennessee
Alaska	Kansas	New Jersey	Vermont
American	Louisiana	Oklahoma	Virginia
Colorado	Massachusetts	Oregon	Washington
Connecticut	Minnesota	Pennsylvania	
Hawaii	Montana	South Dakota	

Applicants should indicate the date on which a copy of the application was submitted to the state SPOC office. If the application is from a state listed above or a state has for some reason declined to review the application, check the box next to “or program has not been selected by state for review.” **Do not** check the box next to “program is not covered by E.O. 12372.”

- Box 17: Unless your organization is delinquent on a federal debt, **be sure** to check “No.” If your organization is delinquent on a federal debt, explain the circumstances on a separate sheet attached to this form.
- Box 18: Enter the name, title and telephone number of someone who is authorized to commit the applicant organization. Have the authorized representative sign the form in **blue ink** so the original signature can be distinguished from the copies. Do not forget to date the signature.

See Sample Standard Form 424 on the following page...

Standard Form 424B, Assurances

Required for all applicants

The Department of Commerce requires that all applicants provide assurance that they are eligible to receive federal assistance and that they will comply with applicable federal regulations.

An original signature is required on the back page of form 424B, *Assurances*. Include the date signed. This form should be signed by the same person that signs the form 424.

CD-511, Certifications Regarding Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements and Lobbying

Required for all applicants

The Department of Commerce requires that all applicants certify that they are complying with certain conditions put on the award of federal assistance.

An original signature is required on the back page of form CD-511, *Certifications*. Include the date signed. This form should be signed by the same person that signs the form 424.

SF-LLL, Disclosure of Lobbying Activities

Required only for those applicants who engage in lobbying Congress or the federal government on behalf of their application

This form is used to disclose any lobbying activities in which the applicant is engaged on behalf of the application.

The filing of the form is required for each payment or agreement to make a payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the application.

The instructions for completing Standard Form LLL are provided on the back of the form.

Appendix I. Application Forms

This section contains the following application forms needed to complete a TOP application:

- Ⓒ Standard Form 424, *Application for Federal Assistance*
- Ⓒ Standard Form 424A, *Budget Information–Non-Construction Programs*
- Ⓒ Standard Form 424B, *Assurances*
- Ⓒ CD-511, *Certification*
- Ⓒ SF-LLL, *Disclosure of Lobbying Activities*

Please use photocopies of these forms for your application and save the original copies for use in case the TOP requests revisions during its review.

In addition, TOP maintains copies of blank forms on its Internet home page that can be printed and used in your application.

Appendix II. State Single Point of Contact (SPOC) List as of 6/99

ALABAMA	No State SPOC Office	GEORGIA	Deborah Stephens, Administrator Georgia State Clearinghouse 270 Washington Street, SW Suite 710 Marietta, GA 30067 (404) 656-3855 (404) 656-7901 (FAX)
ALASKA	No State SPOC Office		
American Samoa	No State SPOC Office		
ARIZONA	Joni Saad Arizona State Clearinghouse 3800 North Central Avenue 14th Floor Phoenix, AZ 85012 (602) 280-1315 (602) 280-8144 (FAX)	GUAM	Joseph Rivera, Acting Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Aguana, GU 96910 (011) (671) 472-2285 (011) (671) 472-2825 (FAX)
ARKANSAS	Tracy L. Copeland, Manager State Clearinghouse Office of Intergovernmental Services Dept. Of Finance and Administration 1515 West 7th Street, Room 412 Little Rock, AK 72203 (501) 682-1074 (501) 682-5206 (FAX)	HAWAII	No State SPOC Office
		IDAHO	No State SPOC Office
		ILLINOIS	Virginia Bova State Single Point of Contact Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, IL 60601 (312) 814-6028 (312) 814-1800 (FAX)
CALIFORNIA	Grants Coordinator Office of Planning and Research 1400 10th Street, Room 121 Sacramento, CA 95814 (916) 323-7480 (916) 323-3018 (FAX)		
COLORADO	No State SPOC Office	INDIANA	Francis Williams State Budget Agency 212 State House Indianapolis, IN 46204-2796 (317) 232-2972 (317) 233-3323 (FAX)
CONNECTICUT	No State SPOC Office		
DELAWARE	Francine Booth State Single Point of Contact Executive Department Office of the Budget 540 South DuPont Highway, Suite 5 Dover, DE 19901 (302) 739-3326 (302) 739-5661 (FAX)	IOWA	Steven R. McCann Division for Community Assistance Iowa Dept. of Economic Development 200 East Grand Avenue Des Moines, IA 50309 (515) 242-4719 (515) 242-4809 (FAX)
DISTRICT OF COLUMBIA	Charles Nichols Office of Grants Management and Development 717 14th Street, NW, Suite 400 Washington, DC 20005 (202) 727-1700 (202) 727-1617 (FAX)	KANSAS	No State SPOC Office
		KENTUCKY	Kevin J. Goldsmith, Director Intergovernment Affairs Office of the Governor 700 Capitol Avenue Frankfort, KY 40601 (502) 564-2611 (502) 564-2849 (FAX)
FLORIDA	Florida State Clearinghouse Department of Community Affairs 22740 Centerview Drive Tallahassee, FL 32399-2100 (850) 414-0479 (FAX) Contact: Cherie Trainor		

Technology Opportunities Program

LOUISIANA	No State SPOC Office	NEW HAMPSHIRE	Jeffrey H. Taylor New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2½ Beacon Street Concord, NH 03301 (603) 271-2155 (603) 271-1728 (FAX)
MAINE	Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, ME 04333 (207) 287-3261 (207) 287-6489 (FAX)		
MARYLAND	Linda Janney, Manager Plan and Project Review Maryland Office of Planning 301 West Preston Street, Room 1104 Baltimore, MD 21201-2365 (410) 767-4490 (410) 767-4480 (FAX)	NEW JERSEY	No State SPOC Office
		NEW MEXICO	Nick Mandell Local Government Division Bataan Memorial Bldg., Room 201 Santa Fe, NM 87503 (505) 827-3640 (505) 827-4984 (FAX)
MASSACHUSETTS	No State SPOC Office		
MICHIGAN	Richard W. Pfaff Southeast Michigan Council of Governments 660 Plaza Drive Suite 1900 Detroit, MI 48226 (313) 961-4266 (313) 961-4869 (FAX)	NEW YORK	New York State Clearinghouse Division of the Budget State Capitol Albany, NY 12224 (518) 474-1605 (518) 486-5617 (FAX)
		NORTH CAROLINA	Jeanette Furney (Grants) North Carolina State Clearinghouse Office of the Secretary of Administration 116 West Jones Street, Suite 5106 Raleigh, NC 27603-8003 (919) 733-7232 (919) 733-9571 (FAX)
MINNESOTA	No State SPOC Office		
MISSISSIPPI	Cathy Mallette Clearinghouse Officer Department of Finance and Administration 550 High Street 303 Walter Sillers Bldg. Jackson, MS 39201-3807 (601) 359-6762 (601) 359-6758 (FAX)	NORTH DAKOTA	State Single Point of Contact Office of Intergovernmental Assistance 600 East Boulevard Avenue Bismarck, ND 58505-0170 (701) 224-2094 (701) 224-2308 (FAX)
MISSOURI	Lois Pohl, Coordinator Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Room 915, Jefferson Bldg. Jefferson City, MO 65102 (314) 751-4834 (314) 522-4395 (FAX)	Northern Mariana Islands	Alvaro A. Santos, Executive Dir. Bureau of Budget and Management Research Office of the Governor Saipan, MP Northern Mariana Islands 96950 Please direct all questions and correspondence about intergovernmental review to: Jacoba T. Seman, Federal Programs Coordinator (011) (670) 664-2289 (011) (670) 664-2272
MONTANA	No State SPOC Office		
NEBRASKA	No State SPOC Office		
NEVADA	Department of Administration State Clearinghouse 209 E. Musser Street, Room 220 Carson City, NV 89710 (702) 687-4065 (702) 687-3983 (FAX)		

Guidelines for Preparing Applications--Fiscal Year 2000

OHIO	Larry Weaver State Clearinghouse Office of Budget and Management 30 East Broad Street, 34th floor Columbus, OH 43266-0411 Please direct questions to: Linda Wise (614) 466-0698 (614) 466-5400 (FAX)	UTAH	Carolyn Wright Utah State Clearinghouse Office of Planning and Budget State Capitol, Room 116 Salt Lake City, UT 84114 (801) 538-1027 (801) 538-1547 (FAX)
OKLAHOMA	No State SPOC Office	VERMONT	No State SPOC Office
OREGON	No State SPOC Office	VIRGIN ISLANDS	Nellon Bowry, Director Office of Management and Budget 41 Norregade Emancipation Garden Station Second Floor Saint Thomas, VI 00802 Please direct questions to: Daisey Millen (809) 774-0750 (809) 776-0069 (FAX)
PENNSYLVANIA	No State SPOC Office	VIRGINIA	No State SPOC Office
PUERTO RICO	Jose Caberallo- Mercado Chairman Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, PR 00940-1119 (809) 727-4444 (809) 723-6190 (809) 724-3270 (FAX)	WASHINGTON	No State SPOC Office
RHODE ISLAND	Kevin Nelson, Review Coordinator Department of Administration Division of Planning One Capitol Hill, 4th floor Providence, RI 02908-5870 (401) 277-2656 (401) 277-2083 (FAX)	WEST VIRGINIA	Fred Cutlip, Director Community Development Division West Virginia Development Office Building No. 6, Room 645 Charleston, WV 25305 (304) 558-0352 (304) 558-0362 (FAX)
SOUTH CAROLINA	Omeagia Burgess State Single Point of Contact Budget and Control Budget Office of the State Budget 1122 Ladies Street, 12 th Floor Columbia, SC 29201 (803) 734-0494 (803) 734-0645 (FAX)	WISCONSIN	Jeff Smith, Section Chief State/Federal Relations Wisconsin Dept. of Administration 101 East Wilson Street, 6th floor P.O. Box 7868 Madison, WI 53707 (608) 266-0267 (608) 267-6931 (FAX)
SOUTH DAKOTA	No State SPOC Office	WYOMING	Sandy Ross State Single Point of Contact Department of Administration and Information 2001 Capitol Avenue, Room 214 Cheyenne, WY 82002 (307) 777-5492 (307) 777-3696 (FAX)
TENNESSEE	No State SPOC Office		
TEXAS	Tom Adams Governor's Office Director, Intergovernmental Coord. P.O. Box 12428 Austin, TX 78711 (512) 463-1771 (512) 936-2681 (FAX)		